



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## JUSTICE OMBUDSMAN

Job Number: 20001862

Job Code: 96880V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 01/16/1997

Job Revised: 02/24/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under the direction of the Department of Juvenile Justice Commissioner or the Department of Corrections Commissioner, provides assistance to the public and persons receiving services of the Department. Investigates citizen complaints and recommends policy changes; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have five years of professional experience in administering juvenile justice, human services or correctional programs.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree will substitute for up to two years of the required experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Receives inquiries and complaints pertaining to juvenile justice or corrections issues from citizens, governmental officials and clients. Investigates complaints to determine if programs and services are being delivered and administered fairly and consistently. Elicits information from complainant, employee, and supervisory personnel concerning specific incidents. Prepares reports for the Commissioner's Office concerning deficiencies in the administration of program. Attempts to resolve problems. Recommends policy and procedural changes when problems are identified. Reviews technical information on all program areas to stay abreast of Departmental responsibilities. Researches applicable legislation and regulations. Attends staff meetings, seminars, and other types of informational gatherings to become knowledgeable of program requirements.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting. May be required to enter juvenile/adult facilities to conduct investigations.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*